

How to Cancel Leave & Absence Request

Proceed to ctclink Login Page:

1. Open a web browser and go to gateway.ctclink.us
Preferred Chrome or Firefox, NO Internet Explorer



Washington State Community and Technical Colleges

ctcLink ID

Next

[Password Help](#)

[How to Enable Screen Reader Mode](#)

[Activate Your Account](#)

Enter ctclink Credentials:

2. Enter your ctclink ID and click **Next**. Enter your password and click **Verify**.



The image shows the ctclink login page for Washington State Community and Technical Colleges. At the top is the ctclink logo. Below it, the text reads "Washington State Community and Technical Colleges". There is a field for "ctclink ID" with a cursor inside. Below the field is a blue button labeled "Next". At the bottom left, there is a link for "Password Help".



The image shows the ctclink password verification page. At the top is the ctclink logo. Below it is a circular icon containing a padlock and four asterisks. The text reads "Enter Your Password". There is a field for "Password" with a cursor and an eye icon. Below the field is a blue button labeled "Verify". At the bottom right, there is a link for "Back to sign in".

Select HCM Self-Service:

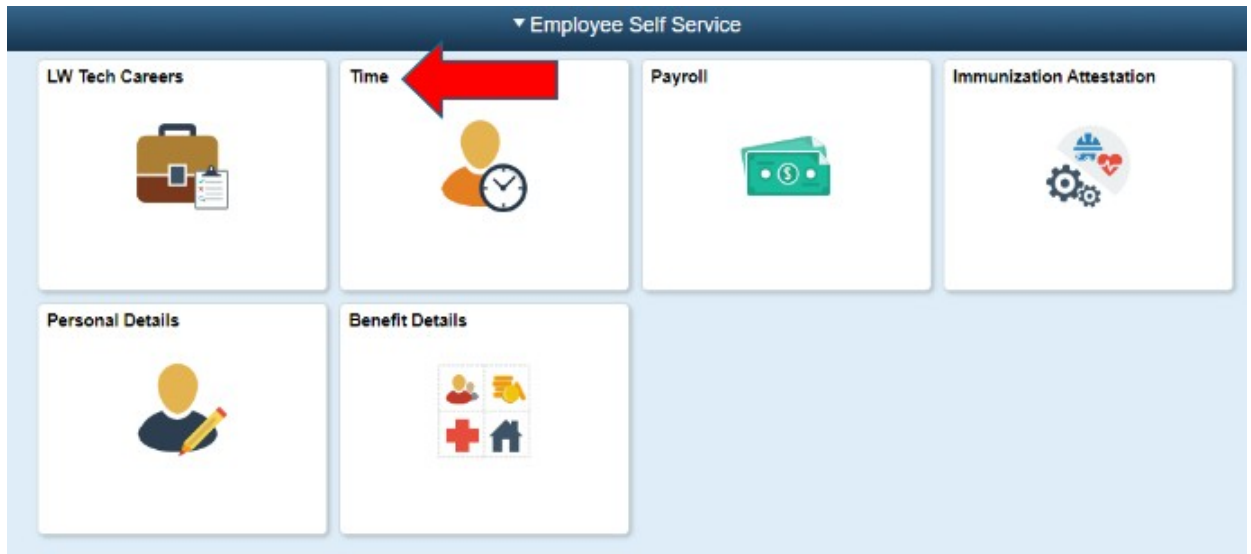
3. Select **HCM Self-Service**



The image shows the ctclink "My Institution View" dashboard for Lake Washington Institute of Technology. The top left features the ctclink logo and the text "My Institution View". Below this is a large banner with the Lake Washington Institute of Technology logo. On the left side, there is a vertical menu with several options: "Canvas", "Student Homepage", "Campus Solutions", "CS Staff Homepage", "HCM Self-Service", and "Financials Self-Service". A red arrow points to the "HCM Self-Service" option. On the right side, there is a section titled "Your Gateway to ctclink" with a "Welcome!" message and a paragraph of text explaining the gateway and the importance of the user ID.

Time Tile:





4. Select the **Time** tile



Cancel Absence Tile:

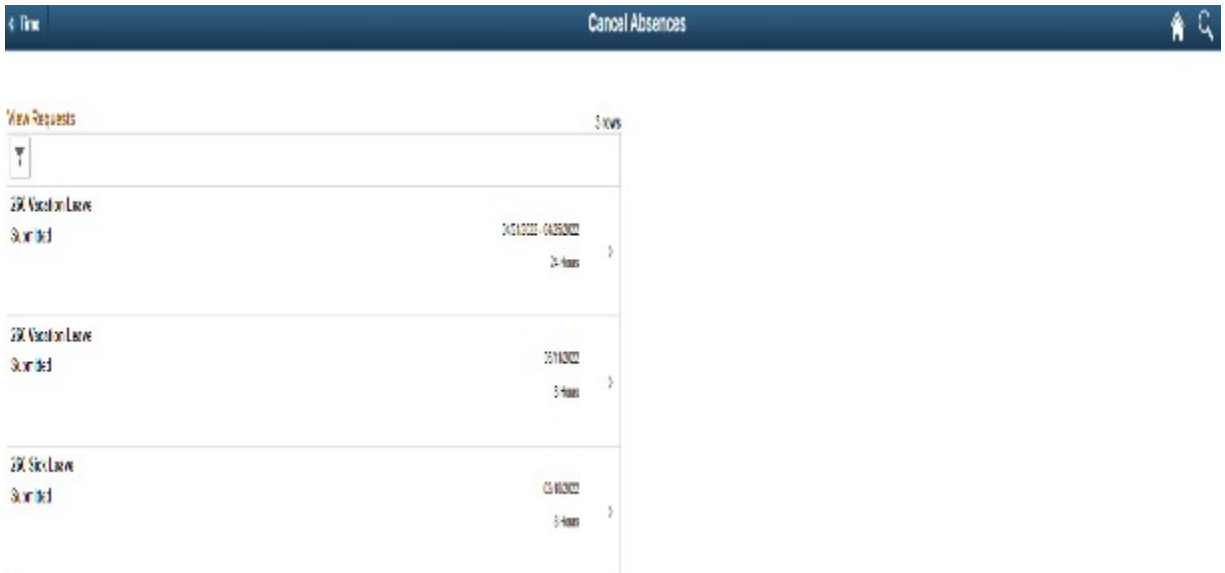
5. Select the **Cancel Absence** tile

*Select a Job ADMIN ASSISTANT V

| | | |
|--|--|---|
| Enter Time 02/01/22 - 02/15/22 ● Reported 44.00 ● Scheduled 88.00 | Time Summary 02/01/22 - 02/15/22 Regular 44.00 Hours | Exceptions 1 |
| Report Time Thursday, Feb 3, 2022 ● Reported 10.00 ● Scheduled 8.00 Report Time | Payable Time Last Time Period 01/16/22 - 01/31/22 Total Hours 0 Hours Estimated Gross 0 | |
| Request Absence  | Cancel Absences   | View Requests  |

View and Select Absence Request:

6. Once you are in the cancel absence tile, the **View Request** page will display. Select the **Absence Request** you want to cancel. **NOTE:** You will only be able to cancel request if it has not yet been approved. If you need to cancel an absence request that has already been approved, you need to contact your manager to deny the absence request.



The screenshot shows the 'Cancel Absences' page with a table of absence requests. The table has columns for 'View Requests', 'Status', 'Start Date', 'End Date', and 'Hours'. A red arrow points to the 'Cancel Absence' button in the top right corner of the page.

| View Requests | Status | Start Date | End Date | Hours |
|--------------------|-----------|------------|----------|----------|
| 290 Vacation Leave | Submitted | 04/10/22 | 04/26/22 | 24 hours |
| 290 Vacation Leave | Submitted | 05/10/22 | | 8 hours |
| 290 Sick Leave | Submitted | 05/10/22 | | 8 hours |

Review Absence Details:

7. The **Absence Details** page will display. Here, you will select **Cancel Absence** in the top right hand corner of the page. If desired, you may add a comment. **NOTE:** Comments are optional, and once submitted, it cannot be edited and are considered discoverable.



The screenshot shows the 'Cancel Absence' page with the 'Absence Details' section. A red arrow points to the 'Cancel Absence' button in the top right corner of the page. The 'Absence Details' section includes fields for 'Absence Type', 'Absence Reason', 'Start Date', 'End Date', 'Duration', 'Hours', 'Status', and 'Comments'.

Cancel Absence

From: Cancel Absences

Absence Details

Absence Type: 290 Vacation Leave
Absence Reason: Get Absence Reason
Start Date: 04/10/22
End Date: 04/10/22
Duration: 8.00 Hours
Status: Submitted
Comments

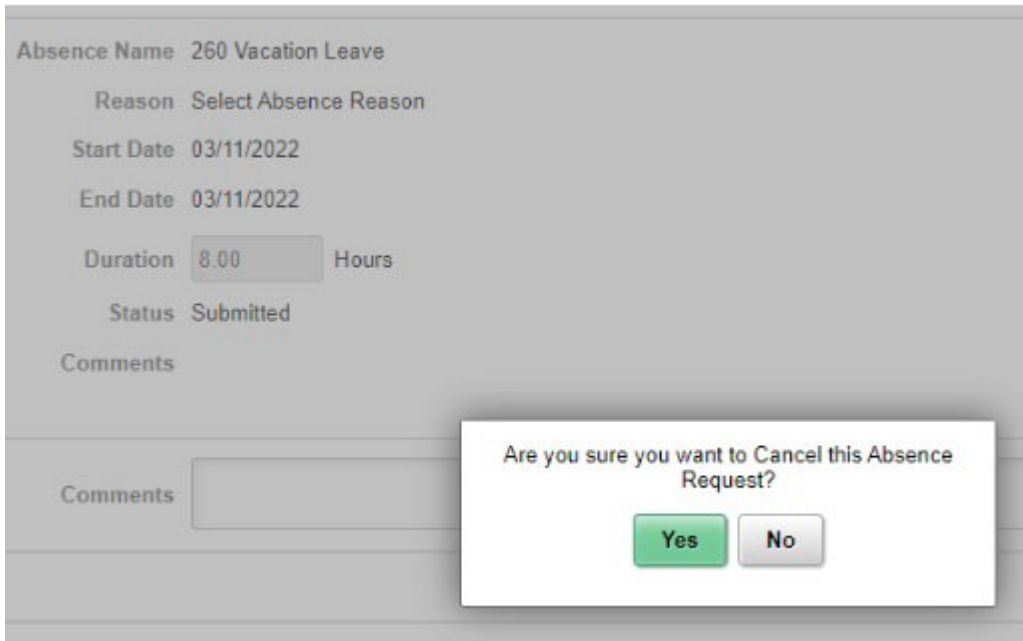
Cancel Details

Comments:

From: History

Confirm:

8. A confirmation page will open. Select **Yes** to confirm.



Absence Name 260 Vacation Leave
Reason Select Absence Reason
Start Date 03/11/2022
End Date 03/11/2022
Duration 8.00 Hours
Status Submitted
Comments

Comments

Are you sure you want to Cancel this Absence Request?

Yes No

Absence Request Cancelled:

9. The **Absence Details** page will display with a status of **Cancelled**.

[Return to Cancel Absences](#)

Absence Details

Absence Name 260 Vacation Leave
Reason Select Absence Reason
Start Date 03/11/2022
End Date 03/11/2022
Duration 8.00 Hours
Status Cancelled
Comments

Cancel Details

Comments

[Request History](#)

If you have any questions or need further assistance, please submit a help desk ticket at helpdesk@lwtech.edu